



McHenry County Workforce Investment Board Meeting
Wednesday, January 21, 2015, 7:30 AM
McHenry County Administration Building
667 Ware Road, Woodstock, IL 60098
Conference Room A

1. Call to Order

1.1 Roll Call

- WIB Chair Dave Niehus presided over the meeting. He called the meeting to order at approximately 7:40 AM.
- Introductions were made around the room
- Kerrie Johnson took the roll call, and a membership quorum was present.

2. Consent Agenda (VOTE) – Dave Niehus

- Dave asked if there was discussion about anything contained in the Consent Agenda that was previously e-mailed to WIB members and there was none.
 - Sandra Pierce made a motion to approve
 - Seconded by Vicky Smith
 - Dave requested a vote and it was unanimously approved.

3. COMNet Courses Recertification (VOTE) – Derik Morefield

- Derik explained that every year we have to recertify our training providers and January is the recertification date for COMNet. He mentioned that the board did approve new courses in August and October that are not currently up for recertification, but have been added to the list. Derik asked that the board he explained that the recertification date for these courses was on January 14th, a week prior to the WIB meeting so the POPS committee reviewed them and gave a conditional approval subject to full board approval. This was done to ensure there was no gap in serving our customers. He reminded the board that all criteria is reviewed by the staff to make sure all programs are meeting the qualifications. He also stated that COMNet did not have any price increases for the next year.
 - Derik Morefield made a motion to approve.
 - Seconded by Bob Lueders.
 - Dave asked if there was any further discussion
 - Sandra Pierce asked if all of the programs on the list are currently being offered.
 - Kerrie Johnson responded saying that yes all of the programs listed are currently being offered and have previously been approved by the board. She stated that COMNet did not include any new programs in the recertification.
 - Dave requested a vote and it was unanimously approved.

4. Procurement Policy (VOTE) – Jeffery Poynter

- Jeff stated that with the changes with WIOA, we have updated the current procurement policy. Jeff explained that there was one change made to the document after it was sent out. Instead of it being Request for Proposal (RFP), it will be Request for Qualification (RFQ). The reason

being is that proposals require a sealed bid with the lowest bid being awarded the contract. RFQ's require a review process by the board. The Workforce Network and Board are departments of McHenry County as far as day to day functions, but the board oversees the policy and implementation of the workforce policies. LWIA#2 will abide by the counties purchasing policy as it pertains to tangible items. When it comes to service delivery pieces, this board does have the responsibility to review and choose those service providers in agreement with the Chief Elected Official.

- Jeff read through the Procurement Objectives
 - All LWA2 and LWIB2 expenditures and reimbursements will comply with applicable federal and state laws, regulations, and policies.
 - McHenry County Workforce Network employees shall neither solicit nor accept gratuities, favors or anything of monetary value from vendors/contractors or potential vendors/contractors.
 - All procurement transactions shall maximize open and free competition through solicitation of proposals and bids from potential vendors/contractors.
 - All transactions shall avoid non-competitive practices among vendors/contractors which may restrict or eliminate competition or result in the restraint of trade.
 - Procedures are in place to ensure that unnecessary or duplicative items or services are not purchased to ensure that positive efforts have been made to utilize small business and minority-owned business sources for procurement.
 - Employees are prohibited from participating in the selection, award or administration of a contract if a real or apparent conflict of interest exists.
 - LWIB2 is responsible for issuing contracts and monitoring for compliance, for workforce development and consultative services. All contracts entered into by LWIB2 for these services will comply with applicable federal and state laws, regulations, and policies. Contracts entered into by LWIB2 for these workforce development training and consultative services will be reported to the McHenry County Board.
 - Julie Courtney made a motion to approve
 - Sandra Pierce seconded
 - Dave requested a vote and it was unanimously approved

5. WIOA 2% Transition Plan Modification – (VOTE)

- The Department of Labor has granted local areas to the ability to transfer 2% of their budgeted funds to set aside for transition activities. You were given a WIA Packet funding form. This handout shows our current program allocations. The 2% is not new money; it is coming from our current budget. We are allowed up to 2% from each funding stream. We are only transferring 2% from our dislocated worker and youth funding streams. We chose not to transfer 2% from our adult funding stream as we don't have a whole lot of funds in that one. Also included your packet is a Transition Activity Plan Modification request from DCEO. They asked us to come up with an estimate of how much of the transition funds would be spent on the six categories (Improving Customer Service; Service Coordination with Partners; Employer Outreach and Coordination; One-Stop Process Mapping; Staff Training/Cross Training; Other) to add up to the total amount of \$33,402.00. Our main focus will be on the last three points; One-Stop Process Mapping, Staff Training/Cross Training and Other. One-Stop Process Mapping is a process where we streamline some of our current processes with our partners. Staff Training is a big one and may require some staff travel. The other big one is other, where we have

described as Board Training. We would like to get some professional speakers in here to help explain and help us transition into the new act.

- Paul Harms asked what the difference was between budget and funding stream, which Julie kept referring too.
- Julie responded stated that the funding stream is just what we call the different programs budgeted money (Youth, Dislocated Worker, and Adult).
- Donna Kurtz asked Julie to explain the difference between the two programs at a high level and why the need for the transition funds.
- Julie responded stating that there are a lot of differences between WIA and WIOA surrounding performance measures. There is also more of a requirement for us to do more with technology which will require us to work with our partners to come up with those ideas. We have already starting meeting with our partners to discuss how we are going to do this. There is more focus on business outreach and how we engage our employers in McHenry County. There will be more training for our staff on these new things. Changes also involve our strategic plan, so there are many levels of changes. There are also a lot of changes for the board.
 - Vicky Smith made a motion to approve
 - Paul Harms Seconded
 - Dave requested a vote and it was unanimously approved

6. WIOA Update

- Regulations – Earlier this month I sent out an email because we were notified that the US DOL regulations that were to be published on January 18th will be delayed until the spring of 2015. They were tasked with putting out the regulations for the implementation and what WIOA actually entails for the Workforce programs. It basically comes down to the Congress and Senate had 11 years to reauthorize the Workforce program, but they gave USDOL 6 months to write the regulations. This delay does not dissolve us of implementing WIOA changes as of July 1st.
- WIOA Composition – A board matrix was included in your handouts. This matrix shows how we have been looking at the board composition as it stands today. Under WIOA the board count could go down to only 19 members. There are current members on the board that are not required under WIOA, but we value their opinions and would like to keep them on the board. Never the less under WIOA the board should be a majority business lead. Not less than 20% will be from labor representation or apprenticeship programs. We are required to have a representative from a governmental or economic development agency. The board should also include representation from the state employment services. We currently meet the WIOA standards with the way the board sits now.
- Board Committees – Based on WIOA recommendations, I have developed a new board committee list. The Executive committee by nature is made up of the chairs of the committees underneath it and the board chair and co chair. The Youth Council is no longer a requirement, but we make the recommendation to have a Youth committee. The Programs committee will oversee the training programs. Both the Youth and the Program committees also have the task of making sure we are serving those with disabilities in the center and that we have the correct services for them. The Planning committee will do research and an analysis of the local Workforce area and help to develop the plan. Engagement and Research committee is outreach for the board to help get our message out. We ask that everyone consider one of these committees to participate in and get back to us in a week.

- One-Stop Operators – We do have five individuals that have offered to look at the RFQ that is a work in progress. We have sat down with our required partners to start work on getting a better smoother system between each other in place, like a common intake form. We are also discussing how to have a better referral program.

7. Other Business

- Barbara and Tracy are starting to recruit for the next MCIP program. The Youth Program is partnering with the park district for the Summer Parks Program; recruitment has also begun for this. They are also working with MCC on a Patient Care Technician Program. This program will include training in CNA, Phlebotomy and EKG Tech. This program will also include job shadowing in all three fields. If anyone knows any youth that may be interested, let Barbara or Tracy know.
- Julie stated that we have partnered with MCC and will be applying for a DCEO grant called the Illinois Talent Pipeline Management Grant. We have met with employers a couple of weeks ago as part of this grant is that we need to have employers signed on. We are looking for employers that can provide incumbent workers to upgrade their skills to stay employed or to make sure they have a better understanding of industrial maintenance. There is a lot of concern as many people currently doing this job will be retiring soon and no one is in the pipeline. We are also looking for employers for internships. We are targeting 30 people total, so 20 would be incumbent workers and 10 would be dislocated workers who would need internships after training.
- Don Wallin wanted to thank Jeff and Julie for all of the information that they provide to the board and for staying on top of the changes in the legislation.
- Don Wallin also welcomed Dave Matts who will be running MCC's Shah Center.

8. Next Meeting:

- March 18, 2015; 7:30AM; County Admin Building

9. Adjournment

- Motion to adjourn the meeting was made by Dave Niehus and seconded by Julie Courtney.
- The meeting adjourned at 8:30 AM.

Attendance	
Name	Representing / Agency
1. Harry Alten	Alten Farms
2. Mike Reynolds for Kurt Beier	First Institute Training and Management
3. Jack Borders	IDES
4. Julie Courtney	McHenry County Workforce Network
5. Jean Schober for Pam Cumpata	MCEDC
6. Mary Donner	PACE Transportation
7. Paul Harms	Harms Grain Equipment
8. Jim Hattendorf	Walmart
9. Brian Johnson	IBEW Local 117 / McHenry County Building Trades
10. Donna Kurtz	McHenry County Board
11. Bob Lueders	Radicom
12. Katrina McGuire	Algonquin / LITH Chamber of Commerce
13. Derik Morefield	City of McHenry
14. David Niehus	CRV Electronics
15. Steve Otten	United Way
16. Sandra Pierce	Phoenix Woodworking
17. Leo Prieto for Eloy Salazar	Illinois Migrant Council
18. Leslie Schermerhorn	REO
19. Victoria Schofield for Raul Santa	SERS
20. Vicky Smith	MCC
21. Charlene Choklad for Berni Szczepanski	Centegra
22. Don Wallin	Joule Technologies
23. Craig Weidner	Scot Forge
24. Rhonda Wood	DHS
25. Bernice Zubrzycki	31 North Banquets and Catering
Others / Guests	
26. Terri Berryman	MCC
27. Barbara Billimack	MCWN Youth
28. Tracy Butler	MCWN Youth
29. Dave Matts	MCC
30. Chris Nejd	MCWN
31. Joe Wallin	Youth Staff
32.	